

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 22 MAY 2018 AT 5.30 PM, ROOM D21A, CCN, IPSWICH ROAD, NORWICH NR2 2LJ

Present:

Matt Colmer (Chairman), Bree Sherwood, Andrew Barnes, Corrienne Peasgood (Principal), Andrea Blanchflower, Jill Lanning, Lauren Callaghan-Bates, Noel Bartram, Ian Webb, Denise Troughton, Clare Johnson

Attendees:

Jerry White (Deputy Principal), Helen Richardson-Hulme (Director of Student Services), Sue Millions (Administrator)

It was noted that as the BoardPad contract is coming to a conclusion, the TEN Group are currently trialling "Passageways", the tool which will be used at tonight's Board Meeting.

1. Student Voice

Three male students, studying Carpentry; Engineering and Motor Vehicle Engineering were welcomed to the meeting. All students informed the Board that they are happy with all aspects of CCN.

All have undertaken work experience, each adding that it gave them an opportunity to see if the course they were involved with was the right one for them and it was noted that all found their placements engaging, but would have liked them to be a little longer.

When asked if CCN could do more to help them it was unanimously agreed that no, they were content with their experience of College life.

The Chair thanked the participants for their input and wished them well in their future employment.

2. Apologies for Absence

Apologies were received from Luke Mitchell and Zak Virgin.

3. Declaration of Interest

There were no new declarations of interest received at the meeting.

4. Unconfirmed Minutes of the Meeting held on 27 March 2018 (Paper 02)

The minutes of the meeting held on 27 March 2018 were agreed as a true record of the meeting and signed by the Chairman.

5. Matters Arising from the Previous Minutes (Paper 03)

Action 5 (Board 2): *Ian Webb to work with the Principal on the staff survey questions, approval to be sought by the Business Committee and circulated back to full Board for agreement.* Ian Webb and Corrienne Peasgood met on 8 May 2018 and approval will be sought at the next Business Committee Meeting taking place on 26 June 2018. **Action on-going.**

Action 1 (Board 4): *The Principal agreed to review the number of tables and rubbish bins available to the students in Norfolk House. Action completed.*

Action 2 (Board 4): *The Clerk to the Corporation to ensure the representation letter is attached to the report and financial statements before being signed by the Chair and Principal. Papers were sent to KPMG on 28 March 2018. Action completed.*

Action 3 (Board 4): *CCN Gender Pay report to be signed and uploaded on to the College's website. Action completed.*

Action 4 (Board 4): *The Clerk to the Corporation to upload the 16-18 Performance Measures presentation to BoardPad. Action completed.*

Action 5 (Board 4): *Cost of living increase to be included on the agenda of the CCN Business Committee Meeting taking place on 26 June and a proposal put to the full Board on 10 July. Action completed.*

6. Chairman's Remarks

The Chair informed that Board that he is now a Trustee of the TEN Board and at last night's meeting the following was highlighted:

- The length of the Shared Services Agreement was discussed as NES have agreed that they are happy for a variation to the existing agreement be made and have agreed to a 3+1+1 shared service agreement, going forward, from the date the SSA was originally signed, i.e. 01/12/2017. The TEN Board have asked the Chair of CCN to ask his Board if they are content with the length of their SSA and the Board unanimously agreed that they are happy with the current five-year agreement.
- The RSC have asked for transparency of costs between NES and NA institutions and Martin Colbourne is currently undertaking a cost exercise.
- GDPR presentation was made by the Information Compliance Team.
- UTCN are currently in a competitive process to join a Multi-Academy Trust and discussions are on-going with Norfolk Academies and other Trusts. It was noted that Corrienne Peasgood, Gee Cook and Martin Colbourne are involved in the bidding process. This has been included as a High Risk on the TEN Group's Risk Register.

7. Principal's Update

The following was highlighted by the Principal:

- Strategic Partnership meeting has taken place and the Higher Skills Campus discussions are on-going at Easton and Otley College and it was noted that both Corrienne Peasgood and Andrew Barnes have attended meetings and work is continuing.
- The College is working closely with Norfolk City Council on house building and construction.
- The new Director of Children's Services has visited the College.
- Opportunity Area Meeting in the post 16 Sector has taken place and funds will be combined to assist the middle leaders development programme, social mobility gaps, to move the College from good to outstanding and ensure students gain sustainable employment. The Chief Executive of the LEP is to meet and shape the Opportunity Area Meeting, going forward.
- CCN have been notified that they are eligible to join the Pilot, "Basic Maths Premium", a DfE initiative, for Good Post 16 providers, in deprived areas, to get the 18-19 cohort to succeed in Maths by 2019/20. Further details are awaited.
- GDPR update has been emailed to all staff.
- Look East will be featuring mental health issues on Thursday and this will feature Level 3 health studies' students.

8. Section A

8.1 Quality Report

(Paper 04)

Governors were asked to note that the Quality Report is for the Board and has been seen by the C&S Committee and was reviewed in detail on 1 May.

Governors are asked to scrutinise the tabled report, previously circulated, and raise any issues that may need further work or clarification.

The summary of the key points was highlighted as follows:

- 2016/17 Performance – it was noted that whilst most of data in the report has previously been summarised for Governors, this report does include published Qualification Achievement Rate headlines.
- The paper contains newly published summary reports on the provision mix and performance data for both CCN and Paston for the 2016/17 academic year. It was noted that these reports have not been seen before. They are responding to levels of provision that the LEP and County are asking to see. The summary of 2016/17 learning was discussed and it was noted that the technical certificates and attainment score fell into the Quartile 4. The Principal reassured Governors that the Curriculum Planning for 2018/19 would be included on the next CCN C&S Committee Meeting agenda.
- The Chair of C&S Committee informed the Board that it was their brief to look at expectation and perception of adults' experience of being a student at CCN and the achievement rates on adult functional skills qualifications.
- Retention rates were noted and at a recent Quality Improvement Review, some issues around student resilience and the resulting impact on retention was discussed. It was noted that this might be linked to an increase in students being home educated before attending College but retention remains an area checked and reviewed on a regular basis. Staff stated that these are not huge numbers but are a challenge to staff.
- The overall achievement rate position is lower than last year and the College continues to narrow the gap across the remaining part of the academic year. It was thought that approximately 25 students have received unconditional HE offers and are now coasting; monitoring of these students will continue.
- Functional skills overall achievement rate is much lower than the national average and across CCN, actions will be uncovered to challenge and utilise this.

The Teaching and Learning Review update was previously circulated, was discussed at the meeting and the following key points noted:

- It was noted that two areas have moved up a sub-grade into the “green” area and 25 remain the same. It was noted that caution is required to ensure that this target does not impact on our ability to be self-critical through the SAR process and work is on-going with these areas to show improvement.

The full Quality Report was received and the full content noted.

8.2 Finance Report

(Paper 05)

The Finance Report, Executive Summary and the in-year budgetary actions were presented as previously circulated.

Andrew Barnes informed the Board, that the Business Committee had thoroughly scrutinised all reports and looked at challenges raised.

The monthly management accounts for the eight months to March 2018 as previously circulated were discussed and the full content noted, with the following highlighted:

- Operating surplus / deficit for the month March 2018 - a deficit of £54k compared to a budgeted surplus of £32k, producing an adverse variance of £86k.
- Surplus / deficit for the year to March 2018 – a deficit of £233k compared to a budgeted surplus of £129k, producing an adverse variance of £362k.
- It was noted that the emerging picture for March shows an improved position and with more work it was agreed that the position will be even better.

The Principal gave a verbal update on the latest emerging picture which currently stands at £265,000 deficit, against the original figure of £845,000. The Board was informed of the savings made and the following highlighted:

- Non-payroll – savings seen in most areas.
- The biggest area of risk is staffing costs where the use of agency staff, to deliver HE and Apprenticeships was noted. The best guess is that there will be a slight increase.
- ALS Income – more confidence is being seen on the high needs line.
- Income 16-18 – more increased activity was noted and it was agreed that further growth is possible.
- Paston transfer – further discussions with the auditors are to follow.

The Board asked if there could be a risk to performance made by the cuts to staffing and the Principal informed the Board that teaching and delivery hours would be protected. Andrew Barnes reiterated that the Business Committee check with Luke Mitchell, with regard to the Student Voice, at each of their meetings.

It is hoped that the finance team, with the support of the Principal and senior management team will be able to close the financial gap by the end of the financial year.

The Chair thanked staff for their hard work and collaborative working and asked if they were comfortable with what they have seen to date and it was agreed that the figures are as accurate as they believe they can be.

The weekly CCN cash flow forecast was presented as previously circulated and the full content noted for information.

The weekly CCN debtor's report was presented as previously circulated and the full content noted for information.

The 2017/18 Debt Action Plan was presented as previously circulated and the full content noted.

The Full Report was received and the full content noted by everyone present.

8.3 Student Voice Report

(Paper 06)

In the absence of the Student Union President, the full Student Voice Report, previously circulated was received and the content noted.

It was noted that, following the recent SU Elections, Luke Mitchell was re-elected as President.

8.4 Security and Caretaking Contract Extension (Paper 07)

The Security and Caretaking Contract Extension Notice, previously circulated was presented and the following highlighted:

The Principal informed the Board that at the recent CCN Business Committee Meeting, the contract extension was discussed. It was noted that the current contract between CCN and GSL Dardan Ltd commenced in September 2014 and was for three years and expired on 31 August 2017. A 12-month extension was honoured until 31 August 2018. As Dardan's performance during the past four years of the contract has been one of professionalism it is therefore proposed that the contract between CCN and Dardan be extended for a further 12 months, until 31 August 2019, giving enough time to undertake a procurement cycle and go to market to test rates etc.

It was noted that following discussion, the extension was unanimously agreed by the Business Committee and approved and signed by the Principal and NES Managing Director.

The extension was unanimously agreed by all members of the Board.

8.5 Internal Audit Contract Extension (Paper 08)

The Principal informed the Board that the Scrutton Bland Internal Audit Contract was also discussed by the Business Committee at their last meeting and it was agreed to extend this contract for a further 12 months, until 31 August 2019, giving enough time to undertake a procurement cycle.

Following discussion, the extension was unanimously agreed and approved, subject to it being agreed by the CCN Audit Committee Chair, Bree Sherwood. Martin Colbourne contacted Bree Sherwood directly and agreement was received and the extension contract signed by the Principal and NES Managing Director.

The extension was unanimously agreed by all members of the Board.

9. Section B

9.1 Well-Being and Inclusion Report (Paper 09)

The Report informs Governors of safeguarding, wellbeing and equality, diversity and inclusion matters relating to staff and students throughout the year and the full report was received and noted, with the following additional information highlighted:

- GDPR – it was noted that the Well-Being Team have been working with colleagues in the Data and Compliance team to consider the way in which the College hold and process personal and sensitive student data; including UCC (unspent criminal conviction) processes, SCR (single central record), archiving of safeguarding files.
- A review of the Wellbeing Zone is taking place this term and will be focusing on three simple areas: what's working well, what we're worried about and what needs to happen next year for this area. This has come out of staff feedback and concerns about how the Wellbeing Zone has worked this year and how it is being used by students. There is a feeling from colleagues working in the area that we need to revisit the purpose, nature and ethos of this space.

- The GP letters have been proving successful with feedback from surgeries being how useful the letters are. Students have been commenting that they feel more able to ask for the help they need by presenting the letter.

The Full Report was received and noted and the Chair thanked Helen Richardson-Hulme and her team for their continuing safeguarding work and on-going support of students.

9.2 Merger Update

The Principal gave a verbal update to the Board on the current position at Paston and the following was noted:

- Dual systems will be on line ready for September 2018.
- Adult leisure learning is now taking place at Paston.
- New timetabling systems are being put in place using a two block system and a single A level timetable will be drawn up.
- Good engagement has been seen at Paston with regard to the Student Voice and Paston students were involved in the recent Student Union elections.
- Many changes have been undertaken ready for September and the real changes can be seen in teaching and the impact on day to day working was noted.
- Students experiences on both Paston sites are being drawn up to broaden students' experiences.
- Luke Mitchell has obtained discounts in local businesses for students.
- The Heritage Open Day will be running again this year across the local community.

9.2.1 Paston Staff Forum – Terms of Reference

(Paper 10)

The Principal informed the Board that it has been agreed to set up a separate Staff Forum at Paston which will be jointly chaired by Martin Colbourne and the Principal. Union Meetings will be combined across both sites.

The proposed Terms of Reference, currently used by CCN, have been amended for Paston and the Clerk to the Corporation has agreed to make the changes to the Paston Staff Forum Terms of Reference agreed upon by the Business Committee. The full content was noted and the amendments agreed were as follows:

- The Staff Forum Meetings will take place twice each term, going forward
- All minutes will be tabled at CCN Business Committee Meetings for reference and comment.
- At least one CCN and one NES manager, up to a maximum of four, will be nominated by the Principal of CCN and the Managing Director of NES, and appointed to the Staff Forum.
- One nominee from each trade union recognised by CCN, Paston and NES.
- The quorum for the Staff Forum will be 50% of its membership (5 members).

9.3 TEN Group Update

The Principal informed the Board that the TEN Board have requested a report from CCN at each of their Board Meetings and it was agreed that the Report will be provided to all CCN Board members, for information.

The May 2018 update, previously circulated was discussed and the full content noted.

It was agreed that at each CCN Board Meeting, Governors will be asked if there is anything which they believe should be reported to the TEN Board.

Action 1: Matters to be referred to the TEN Board to be included on future agendas (CJ).

9.4 Governance Matters

9.4.1 Calendar of Meetings for 2018/19 (Paper 11)

The CCN Board and Committees' Calendar of Meetings for 2018/19 was previously distributed and the full content noted.

Committee Chairs were asked to contact the Clerk to the Corporation if they felt dates needed to be changed.

It was noted that the Clerk to the Corporation will issue Outlook invitations in the coming months.

Action 2: Committee Chairs to contact the Clerk to the Corporation if they wish to amend the calendar dates (MC/AB/JL/BS).

Action 3: Clerk to the Corporation to issue Outlook calendar invitations for 2018/19 Corporation meetings in the coming weeks. (CJ).

9.5 5 Minutes Training Update – Strategy Follow-Up and Apprenticeships

The PowerPoint presentation was uploaded and presented by the Principal.

Following discussions on the aims and ways of measuring indicators, it was agreed that the changes noted will be made and the updated document brought back to the next CCN Board meeting for formal recommendations.

It was agreed that an Ofsted Inspection could take place following the merger with Paston College and the document will provide detail, if necessary.

It was asked that the presentation is uploaded onto BoardPad for everyone to read.

Action 4: Strategy Aims and Success Indicators to be updated and be brought back to the CCN Board Meeting taking place on 10 July for formal recommendation (CJ).

10. Section C

10.1 Minutes of Previous Committee Meetings (Papers 12-13)

The minutes from Business Committee Meeting which took place on 12 March 2018 were previously circulated and the content noted.

The minutes from Curriculum and Standards Committee Meeting which took place on 13 March 2018 were previously circulated and the content noted.

The minutes from previous committee meetings, when confirmed, will be uploaded onto BoardPad for information.

10.2 School Council and Student Parliament Update (Paper 14)

The minutes from School Council and Student Parliament Meetings were previously circulated and the content noted.

10.3 Ofsted Update Letter – Paul Joyce

(Paper 15)

The Ofsted Update letter, from Paul Joyce, dated 27 April 2018, previously circulated for information, gives the regular update of changes that affect inspections.

11. Other Urgent Business

There was no other urgent business tabled at the meeting.

12. Confidentiality

(Paper 16)

Remuneration Paper – please see confidential minutes.

13. Date of Next Meeting

- Board: 10 July 2018 at 5.30 pm.

All business having been concluded, the meeting was closed at 7.30 pm.

Signed Date
(Chairman)